CHAPTER XIII.

Demi-official Papers and Envelopes to Match.

237. *Quality of Paper used.*—Superior cream wove paper of English manufacture obtained from England was previously used for this purpose, whereas hand-made paper of Indian manufacture is now used. (Government Resolutions, General Department, No. 2227/33, dated 10th January and 9th March 1938.) The hand-made demi-official paper is stocked only in two sizes—quarto and octavo—and the envelopes to match these sizes are also made of the same paper. The demi-official papers are in single sheets without fly leaf and are plain embossed—the plain embossing being all of the same type, i.e. "Government of Bombay". Demi-official papers and envelopes of any other class are not supplied for demi-official correspondence. Officers of Government may have other details printed but not embossed on the paper. If for special reasons the use of any special colour die stamped paper is considered necessary, previous sanction of Government to its supply by the stationery office is essential and officers of Government who may require such supply shall obtain same in time. In this connection a reference is suggested to the Government orders noted below :—

Government Resolution, General Department, No. 2171, dated 11th April 1911.

Government Circular, General Department, No. 8236, dated 14th October 1914.

Government Resolution, General Department, No. 834, dated 30th January 1915.

Government Resolution, General Department, No. 8063, dated 17th November 1917.

238. *Sanctioned scale of supply.*—There is no prescribed limit for the supply of demi-official papers. They are allowed by the stationery office to the extent of the actual requirements of an officer. Demi-official envelopes are, however, issued in accordance with a prescribed scale of 50 envelopes of foolscap size and 100 of note size, for the personal use of each head of office and in addition only 20 envelopes of the latter kind are supplied for the use of the principal assistants for demi-official correspondence only. The Superintendent, Government Printing and Stationery, can, however, allow any additional quantity under his discretion, if he considers that the demand made by an officer is essential, after ascertaining the reasons for the demand.

239. *The supply of demi-official papers and envelopes is restricted to a few officers only.*—The supply of demi-official papers and envelopes is restricted to some heads of departments and other officers of Government who have to deal with the public on a large scale ; whereas it is disallowed to certain subordinate officers such as (1) mamlatdars and

mahalkaris, (2) subordinate judges, (3) superintendents of prisons, (4) district inspectors of land records, (5) divisional and sub-divisional forest officers, (6) deputy and assistant deputy educational inspectors, (7) head masters of high schools, etc. (Government Resolution, General Department, No. 1185, dated 14th August 1930.) The idea underlying is to reduce expenditure. Some officers, however, have subsequently emphasized the necessity of such papers and envelopes and Government have, after relaxing their orders, allowed their supply to the (1) city magistrates, (2) special auditors, co-operative societies, (3) deputy collectors, (4) presidency magistrates, etc., under the circumstances explained in the preambles of the Government orders noted below :—

Government Resolution, General Department, No. 1185, dated 7th October 1930.

Government Resolution, General Department, No. 1185, dated 16th October 1930.

Government Resolution, Revenue Department, No. 1238/33, dated 26th October 1933.

Government Resolution, General Department, No. 1185, dated 22nd October 1934.

Government Resolution, General Department, No. 1185, dated 21st November 1934.

Government Resolution, Revenue Department, No. 1760/33, dated 4th June 1937.

240. *Colour-embossed Papers and Envelopes.*—The officers noted below are authorised by Government to use colour-embossed demi-official papers and envelopes for demi-official correspondence :—

Name of the Officer.	Government Orders.
1. The Sheriff of Bombay	Government Resolution, Home Department, No. 8930/3, dated 6th April 1937.
2. The Secretary, Bombay-Sind Public Service Commission, Bombay.	Government Memorandum, Political and Services Department, No. 1718/34-D, dated 10th July 1937.
3. The Secretary to the Governor of Bombay; 4. The Military Secretary to H. E. the Governor of Bombay.	Government Resolution, General Department, No. 2227/33, dated 9th March 1938.

N.B.—As the expenditure on superior stationery to the Government House is met from His Excellency the Governor's sumptuary and contract allowances, the Superintendent, Government Printing and Stationery, may purchase and supply any kind of article that may be required by the Government House and no orders of Government are necessary. (General Department Memorandum No. S. 138/12796-C, dated 23rd October 1937).

Name of the Officer.	Government Orders.
5. The Honourable the Chief Justice of the High Court. 6. The Honourable the Judges of the High Court. 7. The President, Industrial Court, Bombay.	Government Resolution, General Department, No. 2080/33-C, dated 24th November 1939.

N.B.—The Superintendent, Government Printing and Stationery, is authorised under these orders to purchase and supply superior kind of foreign-made white papers and envelopes to the Honourable the Chief Justice and the Judges of the High Court, Bombay.

8. Members of the Bombay Legislative Assembly.	Superior papers and envelopes with the words "Legislative Assembly, Bombay" embossed in green are supplied.
9. Members of the Bombay Legislative Council.	Superior papers and envelopes with the words "Legislative Council, Bombay" embossed in red are supplied.

N.B.—The cost of the papers and envelopes supplied is paid in cash by the members themselves and on recovery the amount is credited to Government.

10. For the personal use of the Honourable Ministers of the Government of Bombay.	Two kinds of superior white demi-official envelopes—one blank and the other with the superscription "On His Majesty's Service" with the words "Minister, Government of Bombay" embossed in blue on the flap are stocked. The demi-official paper supplied is in quarto and octavo size and is embossed in blue "Minister, Government of Bombay" in the centre.

N.B.—These papers and envelopes are standardized as Secretariat Slips Nos. 47, 47A, 48, 48A, 49 and 50 and are supplied on indent by the Manager, Yeravda Prison Press.